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Job details

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Bulletin Number	49008BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	INFORMATION TECHNOLOGY MANAGER III
Exam Number	22574A
Filing Type	Standard
Filing Start Date	01/07/2015
Filing End Date	01/21/2015
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	9276.20
Salary Maximum	14040.28
Position/Program Information	<p>Under direction, plans, organizes and directs the activities of a large information systems division providing effective information technology programs and services to support achievement of departmental and County mission and objectives; may function as a departmental Chief Technology Officer or an associate Chief Information Officer in a large to very large sized County department. Positions in this class are allocated to a departmental centralized IT organization and are responsible for managing services staff and resources that provide comprehensive information technology programs and services for business users. Information Technology Managers are classifications requiring a high degree of professional information technology knowledge as well as a broad range of management skills including organizational design, strategic planning, budgeting and personnel management. These positions generally manage multiple sections with oversight for highly technical specialties. This classification differs from the Information Technology Manager II in that they may supervise lower level Information Technology Managers. Incumbents in this series are distinguished from Information Technology Specialists in that their work focus is on effective management and integration of customer, staff and project relationships and results.</p>
Essential Job Functions	<p>Plans, organizes, manages, integrates and evaluates the work of a division/section with subordinate supervisors and/or staff. Develops and directs the implementation of operational plans to support the County's/department's business goals. Works with department/business managers to evaluate current and anticipated Information Technology requirements. Develops and negotiates service level agreements and manages to ensure their attainment. Coordinates information systems activities with other divisions/sections or County departments to optimize use of existing hardware and software and leverage design of new systems. Manages and/or supervises and participates in the assessment and analysis of business requirements and development and maintenance of applications. Drafts or reviews draft Requests for Proposals or Information (RFPs, RFIs) and evaluates responses and recommends vendor selection. Administers vendor contracts; reviews and acts on contract change request and approves deliverable developed by vendors or contract staff. Directs and/or participates in managing development, infrastructure and/or hardware/software migration projects. Manages, directs and evaluates the work of subordinate supervisors whose staff provide data center operations and support of hardware, software and</p>

other technology support functions. Coordinates problem solving, conflict resolution, escalations, restart and recovery. Meets and consults with customers and vendors regarding service delivery needs. Establishes performance requirements and personal development targets for assigned staff and monitors and evaluates performance. Provides coaching for performance improvement and development. Assesses skill gaps and provides training to ensure skills stay current with the technology requirements for current and future work assignments. Promotes efficient, cost effective uses of advanced technologies and manages the migration to next-generation technologies. Oversees research and special studies and oversees the implementation of recommended organizational, procedural and other changes and benchmarks internal operations against best practices of other agencies and organizations. Manages department disaster recovery planning and systems security administration. Manages the development, implementation and administration of technical training program for business users. Functions as a Chief Technology Officer or an associate Chief Information Officer as needed.

Requirements

Selection Requirements:

One (1) year of experience as an Information Technology Manager II* in the services of Los Angeles County.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*To qualify, applicant must currently hold the Los Angeles County payroll title of Information Technology Manager II.

**NO OUT-OF-CLASS EXPERIENCE OR VOEL WILL BE
ACCEPTED FOR THIS EXAMINATION.**

Examination Content

This examination will consist of an Appraisal of Promotability (AP) weighted 100%. The Appraisal of Promotability is designed to measure knowledge and skills, managerial and leadership skills, oral & written communication, problem solving & decision making abilities, and interpersonal & public relations. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible list.

Vacancy Information

The eligible list for this examination will be used to fill a vacancy in the Department of Mental Health, Chief Information Office Bureau.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Any

Job Opportunity Information

Restricted to permanent employees of the above Department who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the

unclassified service at the time of filing or by the last day of filing.

Out-of-class experience VOEL will not be accepted for this exam.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Application and
Filing
Information**

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application. We must receive your application by 5:00 pm, PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, CLICK on the tab above or below this bulletin which reads, Apply to Job, so you can apply online and track the status of your application and get notified of your progress by email.

Note: If you are unable to attach required documents, you may send by email to cyeung@dmh.lacounty.gov during application submission or within 15 calendar days of filing. Please include your name, the exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of

Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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California Relay Services Phone	800-735-2922
Job Field	Information Technology
Job Type	Officials and Administrators

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